

**Ordinance No. 4
of the Rector of Poznan University of Technology
of 8 February 2021
(RO/III/4/2021)**

**on the prevention of the spread of the SARS-CoV-2 virus and the organization of classes
at Poznan University of Technology in the summer semester of the academic year 2020/2021**

Acting pursuant to Article 23, Section 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended) and Article 207 § 2 of the Labour Code, in connection with the Act of 2 March 2020 on special solutions related to preventing, counteracting and combating COVID-19, other infectious diseases and emergencies caused by them (Journal of Laws, item 374) and the regulation of the Minister of Science and Higher Education of 21 May 2020 concerning the temporary limitation of the functioning of some entities of the higher education and science system in relation to preventing, counteracting and combating COVID-19 (Journal of Laws, item 1835), **it is ordered** as follows:

§ 1

In the summer semester of the 2020/2021 academic year, the following rules for preventing and counteracting the spread of the SARS-CoV-2 virus among members of the community of Poznan University of Technology (PUT) shall be introduced:

1. Recommendation to conduct classes at full-time and part-time first- and second-cycle studies in a remote form, with the exception specified in § 2.
2. Conducting postgraduate studies in a mixed form (a remote form is preferred and an on-site form is allowed, especially for subjects that require the use of laboratory facilities or specialized apparatus, having received the dean's consent to a well-justified request of the head of a programme).
3. Classes for PhD students, both as part of PhD Studies at faculties and in the Doctoral School, shall be held only in the form of remote learning. Classes requiring in-person presence in the laboratory shall be allowed to be held in an on-site form on the basis of a decision by the dean or the Director of the Doctoral School, respectively.
4. Any conferences and events shall not be allowed to be held in the premises of the University, with the exception of those organized online.
5. Limiting the accommodation of persons in student dormitories only to persons covered by the exception specified in § 2 and foreigners who are full-cycle or international exchange students. Other exceptional situations shall require individual consent from the head of Campus. Visits by external guests shall not be allowed.
6. Suspension of domestic and foreign business trips and suspension of participation in national conferences by PUT staff, PhD students and first- and second-cycle students.
7. Limiting arrivals of foreign visitors to the University to a minimum.
8. Limiting direct contacts of employees at work to a minimum. In order to ensure communication, it is recommended to effect contact by using e-mail and telephone calls.
9. Collegiate bodies operating at the University shall be obliged to work remotely.

§ 2

The exceptions to the necessary use of remote learning at the first- and second- cycle studies shall be:

1. Classes in the diploma semester or the semester preceding the diploma semester of all fields of study – classes requiring in-person presence in the laboratory are assumed to be held in an on-site form.
2. Practical classes, the specificity of which does not allow for remote learning and achieving appropriate learning outcomes – it is recommended that approx. 20% of the total number of hours of those classes assumed for particular fields of study and semesters should be conducted in an on-site form. The date for commencing the said classes in an on-site form during the summer semester shall be indicated by the dean of the faculty where the studies are conducted.
3. Classes at practical profile studies carried out in enterprises (in accordance with the sanitary and epidemiological standard published by the Ministry of Health).
4. Classes at studies conducted jointly with other universities – it is planned to integrate the education process.
5. Voluntary additional classes organized outdoors by the Sports Centre and acknowledged as part of physical education classes.
6. Professional traineeship.
7. Practical training for the field of *aerospace engineering* in the area of "aircraft piloting".

§ 3

1. Classes in a remote form shall be held using the tools available on the university platform <https://elearning.put.poznan.pl/>, with the eKursy platform being an obligatory tool in which the academic teacher conducting classes shall determine the structure and form of classes, the rules of assessment and shall provide auxiliary materials.
2. It is recommended for remote learning classes to be held using university infrastructure, which ensures good quality of Internet transmission and appropriate technical support. Remote and on-site classes shall be conducted in real time according to the timetable. Staff duty hours, end-of-semester assessment and exams shall be conducted in the same manner as classes.
3. It is allowed, at the dean's request, to partially study foreign languages in an asynchronous form, provided that at least 80% of the number of classes shall be carried out synchronously in real time, according to the timetable.
4. The University must not be entered by persons other than PUT employees, or persons participating in classes, using library services, remaining in the premises in order to carry out activities related to diploma theses based on experimental work, members of research clubs and student organizations, students' union or participating in other events organized by the University. The presence of other people at the University shall require the consent of the dean of a relevant faculty.
5. In order to efficiently conduct remote end-of-semester assessment and diploma exams, Ordinance No. 29 of 29 May 2020 on the principles related to semester completion assessment and exams using electronic means of communication shall remain in force. It is allowed to organize end-of-semester assessment or exams in an on-site form for selected subjects conducted remotely, as well as for diploma exams. The decision in this matter shall be made by the dean of a faculty at the request of the teacher or supervisor.
6. A foreign student, also from the Erasmus + and Exchange programmes, who, due to the epidemiological situation of SARS CoV-2, was forced to return to the country of origin during the summer semester 2020/2021, shall be required to agree with each tutor on the individual conditions of remote completion of classes which are to be held in an on-site form.
7. Academic teachers shall be required to enable remote final assessment in exceptional circumstances referred to in section 6.

§ 4

1. According to the scope of classes, deans, director of the Doctoral School, director of the Sports Centre, director of the Centre of Languages and Communication, director of the Aviation Training Centre shall be responsible for ensuring all safety rules, in accordance with the "Environmental guidelines for the university activity in the academic year 2020/2021" (updated as of 4 December 2020) and "GIS (Chief Sanitary Inspectorate) recommendations on ensuring the safety of the organization of laboratory and clinical classes during studies", as well as current recommendations of sanitary inspection bodies, state administration entities, and ordinances and announcements issued by Poznan University of Technology authorities, including at least limiting to the necessary minimum the number of people in rooms and providing protection measures for people conducting classes, limiting participation in classes only to healthy people with a covered mouth and nose (mask or shield), prohibition of bringing unnecessary things to classes, the necessity to use only one's own belongings and the need to disinfect shared items.
2. Teachers and students staying in common areas of the University shall be required to follow all applicable safety measures and comply with all recommendations and guidelines in force at the University regarding the prevention and counteracting the spread of the SARS-CoV-2 virus, in particular: covering the mouth and nose with clothing or its part, mask, shield, on pain of not being able to participate in classes or refusing to be admitted to classes in the event of non-compliance with the above-mentioned requirements and recommendations.
3. A member of the academic community, entering the University premises, shall declare that, to the best of his/her knowledge, he/she does not show symptoms characteristic of people infected with the SARS-CoV-2 virus, in particular does not display increased temperature, has no trouble breathing, does not experience coughing, shortness of breath, loss of smell and taste, has not had close contact with an infected or isolated person, and has not been subjected to isolation, quarantine, epidemiological surveillance or any other sanitary procedure in connection with the epidemiological threat related to SARS-CoV-2 in the last 10 days counting from the next day after a close contact or sanitary restrictions imposed by an authorized body.
4. Persons referred to in section 2 should be aware that behaviour contrary to the provisions of section 3 may have a negative impact on the health of other people – members of the academic community.

§ 5

1. Students and PhD students carrying out formal scientific and R&D projects shall have access to PUT infrastructure.
2. Persons carrying out research or development work and applying for accommodation in student dormitories shall be guaranteed a positive opinion related to their request, subject to the availability of places.
3. In order to ensure the continuity of scientific and research activities, all scientific, development, research and

service work as well as projects, grants, contracts, etc., can be carried out on-site following the principles of epidemic safety.

§ 6

1. A rotational work mode shall be maintained for employees who are not academic teachers.
2. Work in a rotational mode should be organized by the immediate supervisor to limit direct contacts between employees, and at the same time to ensure the continuity of a particular university unit's operation, while remote work should not exceed 30% of the workload.
3. The superior shall decide on the work schedule and tasks to be performed by individual employees, taking into account the working time schedule applicable to a given employee.

§ 7

1. The University has established the Emergency Team (ZK), chaired by the Vice-Rector for Student Affairs and Education, Associate Professor Agnieszka Misztal, PhD, DSc, Eng.
2. The Emergency Team provides the necessary and up-to-date information (e-mail: korawirus@put.poznan.pl; website: <https://www.put.poznan.pl/pl/aktualnosc/koronawirus-aktualnosc>).
3. Each member of PUT academic community (employee, PhD student, first- and second-cycle student, postgraduate student) shall be obliged to immediately inform the University of being sick with the SARS-CoV-2 virus, suspected disease or being quarantined by sending an e-mail to the following address: covid19@put.poznan.pl. Employees shall additionally be obliged to inform of the above facts the head of a particular unit and the head of the Human Resources Office.
4. In the event of the risk of infection with the SARS-CoV-2 virus, relevant guidelines shall be provided 24/7 by the Emergency Team: phone 601 561 506, e-mail: covid19@put.poznan.pl.

§ 8

In individual situations, departures from the above rules shall be allowed, with the consent of the Rector, after the opinion issued by the Chair of the Emergency Team, on the basis of an application sent to the following e-mail address: korawirus@put.poznan.pl.

§ 9

Ordinance No. 61 of the Rector of Poznan University of Technology of 16 October 2020 (RO/X/61/2020) on counteracting the spread of the SARS-CoV-2 virus among members of PUT community shall be repealed.

§ 10

The ordinance shall come into force on the date of signing, with effect from 27 February 2021.

Rector
of Poznan University of Technology

Prof. Teofil Jesionowski, PhD, DSc, Eng.